



**USAID**  
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**| WEST AFRICA**

**SOLICITATION NUMBER:** 72062421R100003

**ISSUANCE DATE:** November 20, 2020

**CLOSING DATE:** January 1, 2021

**SUBJECT:** Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist (Malaria)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez  
**Contracting Officer**

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200  
Fax: 233-302-741-365  
[www.usaid.gov/west-africa-regional](http://www.usaid.gov/west-africa-regional)

## **I. GENERAL INFORMATION**

1. **SOLICITATION NO:** 72062421R100003
2. **ISSUANCE DATE:** November 20, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 1, 2021 at 11:59 pm Accra time.
4. **POINT OF CONTACT:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)
5. **POSITION TITLE:** Project Management Specialist (Malaria)
6. **MARKET VALUE:** CFA 19,340,869 – CFA 32,879,471 equivalent to FSN-11  
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Cameroon. Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **April 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. **PLACE OF PERFORMANCE:** Yaoundé, Cameroon with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** All interested candidates eligible to work in Cameroon. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Regional Security Office Clearance

## **11. STATEMENT OF DUTIES**

### *1. General Statement of Purpose of the Contract*

The Malaria Program Specialist will assist the Cameroon-based USAID President's Malaria Initiative (PMI) Resident Advisor and CDC PMI Resident Advisor with planning, implementing, and monitoring PMI activities. The Malaria Specialist shall liaise with backstops for the PMI in USAID Washington, counterparts in CDC Atlanta, and other USAID personnel working within and overseeing USAID/Cameroon's activities related to malaria control and health more broadly. As appropriate the Malaria Specialist will provide managerial and technical support to the National Malaria Control Program (NMCP) Coordinator and the staff to build capacity within the NMCP.

## *2. Statement of Duties to be Performance*

### **a) Activity Development and Design (25%)**

The Malaria Program Specialist, working in collaboration with the NMCP and PMI staff in the US, will assist in the development annual work plans in line with PMI objectives and goals. This will include, but is not limited to, case-management of malaria in health facilities and at the community level; distribution of long-lasting insecticide-treated nets (LLINs) through health facilities, large-scale campaigns, and the private sector; intermittent preventive treatment of pregnant women (IPTp); seasonal malaria chemoprevention for children under five; indoor residual spraying (IRS); and developing information, education and communications materials to promote the use of these interventions.

### **b) Management of Activity Implementation (25%)**

The Malaria Program Specialist, in collaboration with the NMCP, will assist with the management of projects being implemented under the PMI. This includes, but is not limited to, malaria prevention and control activities such as behavior change and communication activities; bed-net purchase and distribution through the existing health services and at the community level; anti-malarial drug purchase and distribution through the existing health services; IPTp coverage and the diagnosis and treatment of acute malaria; and IRS. The Malaria Specialist will also assist in monitoring and reporting the results of all PMI activities. The Malaria Specialist shall manage and oversee the services and deliverables provided by contractors and grantees, in accordance with USAID program management regulations and procedures, and practices.

### **c) Partner Relationships (20%)**

Successful performance in this position depends upon establishing and maintaining productive collaborative relationships with a wide range of partners and stakeholders, the MOH, regional officials, GF, WB, WHO, UNICEF, other donors, NGOs, and FBOs dealing with issues related to malaria. The Malaria Specialist shall develop and maintain relationships with these partners and stakeholders to ensure that all of the USG PMI's activities are complementary to other malaria activities being implemented in Cameroon. The Malaria Specialist will participate in meetings hosted by the NMCP on malaria.

### **d) Coordination with Other USG Personnel (10%)**

The Malaria Program Specialist will be required to communicate regularly and work jointly with other members of the USAID/Cameroon, USAID/Washington Global Health Bureau, CDC/Cameroon and CDC/Atlanta.

### **e) Monitoring and Evaluation (20%)**

Monitoring and evaluation is a key component of the PMI. The Malaria Program Specialist shall assist in developing a monitoring and evaluation plan in line with the PMI targets, as well as ensure that PMI partners develop project monitoring plans and report in a timely manner on their activities. S/he should also conduct data quality checks on partner reports. It is also expected that the Malaria Specialist shall provide expert advice and practical experience in helping the MOH, the NMCP and other partners to monitor inputs and outcomes, progress towards RBM goals, and how to execute it jointly.

3. **Supervision Received:** The Malaria Program Specialist will work under the supervision of and receive annual performance evaluations written by the USAID PMI Resident Advisor. A high degree of independent professional judgment is required, such as when consulting with high level government officials, other donors, and in identifying opportunities for collaboration and coordination of interventions. The incumbent should be able to work with a great deal of autonomy and very little supervision and guidance.

4. **Supervision Exercised:** None

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

**a. Education:** Minimum of a master's degree in public health, international health, social sciences, or similar related field from a recognized institution is required.

**b. Prior Work Experience:** The Malaria Program Specialist must have at least seven (7) years of progressively responsible experience in designing, implementing and managing malaria and other health programs in sub-Saharan Africa and/or experience in the North or Far North regions of Cameroon. Specialized experience in malaria is required in areas including, but not limited to, vector control, entomology, clinical case management of malaria, and epidemic surveillance and forecasting.

Specifically, the Malaria Specialist must demonstrate:

- Experience in project design.
- Leadership and management oversight of complex public health activities, related to malaria.
- Experience in developing (one or more) policy, SOPs, roadmaps, and implementation plans related to government health programs.
- Experience with USG and/or international organizations in health programming related to malaria.
- Experience in quantitative or qualitative research and evaluation (beyond monitoring or data collection).
- Successful experience working in an international/regional or multicultural office environment.
- Experience in negotiating with government officials at various levels.
- Experience working as part of a diverse, multicultural team as well as independently.
- Experience in a leadership role with a proven track record of achieving consensus on policy, program and administrative matters.
- Formal experience in donor coordination and collaboration.

**c. Language Proficiency:** Must be fluent in English and have working knowledge of French. Language proficiency may be tested.

## **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

**1. Prior Work Experience: (20 points)**

Demonstrated technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required. Candidates must have proven knowledge and experience with malaria programming in Sub Saharan Africa and/or North and Far North regions of Cameroon.

**2. Job Knowledge: (30 points)**

(a) Specialized experience in malaria is required in areas including but not limited to vector control, entomology, clinical case management of malaria, seasonal malaria chemoprevention and epidemic surveillance and forecasting.

(b) Analytical ability to interpret public policies and assist in the development of revised policies as required to strengthen the health policy environment with a particular focus on malaria in Cameroon. Management skills required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources. Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors.

(c) Knowledge in quantitative and qualitative evaluation methods; experience in designing and evaluating malaria activities in Sub-Saharan Africa and/or Cameroon. The incumbent must have proven skills in capacity building and mentoring local staff in a developing country.

**3. Skills and Abilities: (30 points)**

(a) Management skills required to develop and implement effective malaria prevention and treatment program activities involving financial and human resources.

(b) Administrative skills required to assist in the oversight of cooperating agency technical advisors and institutional contractors.

(c) Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation.

(d) Demonstrable skills required in working effectively with health personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.

(e) Teamwork and Interpersonal Skills: Excellent leadership, communications and interpersonal skills are critical to this position. The incumbent must: (i) Be able to work effectively with a broad range of USG personnel and partners and have demonstrated skills in stakeholder coordination and collaboration. (ii) Have the ability to work effectively in a team environment and communicate highly technical health information to both health and non-health audiences, and achieve consensus on policy, project, research, and administrative matters.

**4. Language, Communication & Computer Skills: (20 points)**

(a) Demonstrable ability to make sensitive oral presentations logically and persuasively to senior USG and Government of Cameroon officials and other donors required.

(b) Excellent verbal communication skills, tact and diplomacy required to establish and develop sustainable working relationships and trust with various stakeholders. Ability to communicate technical information to health and non-health audiences.

**Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

**IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>.

2. Offeror must also submit a signed cover letter and a resume.

3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov).
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

## **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
  - e. Salary Advance (0% interest)
  - f. Social Security Contributions
  - g. Local and American Holidays
  - h. Social Security Contribution
2. ALLOWANCES (as applicable):
  - a. Miscellaneous Allowance

## **VII. TAXES**

The Mission emphasize to its employees the fact that they are obliged to observe

Cameroonian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Cameroonian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary in accordance with Mission policy and local labor laws.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

### **LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 631M20PM021	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bq2ulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION